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MINUTES
Seymour Public Works Department
Monday, August 10, 2015 @ 7:00 p.m. Public Works Garage

Members Present: Sean Walsh, Wayne Finkle, Yashu Putorti, Annmarie Drugonis

Members Not Present: Phil Wilhelmy

Others Present: Dennis Rozum, Craig Stevens

ITEM #1: Call meeting to order.

Meeting was called to order at 7:00 p.m.

ITEM #2: Pledge of Allegiance

Everyone recited the Pledge of Allegiance.

ITEM #3: Public Comment

There was no public comment.

ITEM #4: Approve minutes from July 13, 2015 meeting.

Putorti made corrections to the minutes from the July 13, 2015 meeting. The corrections will be made and resubmitted.

Motion to approve minutes from July 13, 2015 meeting with corrections.

Motion: Annmarie Drugonis Second: Yashu Putorti

Vote: 4 – Yes 0 – No

ITEM #5: Financial Update

Rozum presented the Board with a financial report print out.

There were no questions on the financial report.

ITEM#6: Transfer Station Update

Rozum had a meeting with Winters Brothers at the transfer station. A representative from Municipal Organizations was also present. There were several issues.

The recycling container is on the side of a stonewall and the trucks dump into it there. The dumping process is throwing recycling debris everywhere: outside, in between the wall and the container. Winters Brothers has come up with some sort of a design they will implement to help relieve that issue. Rozum is meeting the individual who will be doing the construction of this project tomorrow, at the transfer station. Mr. Rozum stated

they will be building a chute device so when the trucks dump, the recycling goes into the container. Rozum confirmed that this construction fix would be at no cost to the town.

Craig Stevens explained that the trucks hold both garbage and recycling. When the door to the recycling truck opens up, it hits the hopper and is destroying it. He also stated that when the operator goes to dump the recyclables, the door needs to open up 90 degrees and as a result is hitting the back of the trailer.

Where the recycling container is now, that was originally designed for the overflow from municipal waste. If there is an issue at the hopper, there is no place for overflow solid waste. The container that is for recycling now is where the overflow was once. There is a wall by the metal bin where an overflow container will be placed, but a ten-foot gate needs to be installed. The gate will be closed most of the time, unless the overflow container would be needed. This should resolve the overflow problem. The fence will be a cost to Public Works.

Rozum stated that in front of the hopper, on the asphalt, there is an issue with the lip going into the hopper. That will be cut out and a steel plate will be installed. The steel plate is ordered and will go in. Sean Walsh cautioned that a steel plate gets very slippery. He suggested coating it to keep it from being so slippery.

In the back of the hopper there is an I-beam that appears to be loose. Rozum stated it is Public Work's responsibility.

The person Rozum is meeting tomorrow morning for the recycling bin repair project is also a welder. Rozum will ask him to do some welding, at Winters Brothers expense. Rozum will work that out with them tomorrow.

There are spotlights in the back because the trucks come in very early in the morning. Rozum will work with Bill Jarvis to put the lights on a timer so they will go on at 3 am and go off at 7am. The lights are already there, they just need to add a timer. Sean Walsh suggested using a motion sensor. Yashu Putorti stated that a motion sensor is exposed and could easily be taken out with a BB gun, whereas the timer would be inside on a wall.

Annmarie Drugonis asked if Winters Brothers is aware that they damaged the door and if they will pay for it. Rozum stated there are pictures of the damage and that Winters Brothers was there and saw the damage. Winters Brothers is saying that the public works attendant also causes some damage with the backhoe. Sean Walsh wants to get it fixed so that there will be a baseline and some way of monitoring who is physically damaging it.

Based on the way they haul their trailers out of the lower area and dumping solid waste everywhere, either this week or next week Winters Brothers is sending a crew to clean the whole area up. They are also working on side panels so when the trailer is brought under the hopper, a lot of the waste will not be falling out everywhere, it will stay within the truck.

Craig Stevens stated that ideally if Public Works had a set of scales underneath the trailer and could know exactly when it hit 80,000 pounds, the hopper could be shut down

and pull the trailer out and limit the spills. What happens is that they guess how full it is and a spill occurs.

Sean Walsh asked about the overflow container and the 10-foot gate, and if it is safe for the general public to be backing up to it when it is necessary to be used. Rozum stated that even if there was an issue with the hopper, it is unlikely that a resident would be bringing in a truckload of waste. They could throw it all into the hopper and just use the overflow container for the Winters Brothers trucks.

Sean Walsh stated that Stratford has a knee wall that residents pull up to. Rozum agreed that using cement blocks could be used to keep cars from going over the bank.

An issue came up regarding a car that is at the transfer station. Craig Stevens said he heard it was a blown transmission. Sean Walsh said he heard nobody went to check, just took Marco's word for it and left the car sitting there. Sean Walsh stated that since public works is in charge of the mechanics that maintain the town's fleet of vehicles, it is their responsibility to figure it out.

Sean Walsh asked if all the licensing is up to date or if there are any upcoming classes for the new employees. Rozum stated that the next class is in November. Annmarie Drugonis asked about the licensing from DEEP. Rozum stated the class would be offered at Kellogg's in November.

With regards to brush cutting, Rozum stated the parts arrived Friday afternoon. He stated the tub grinder stopped working the first day they started to use it. The issue was a stop plate on top of the screens came loose and broke. The plate replacement has arrived and will be installed tomorrow. He estimates it only worked for a few hours, but what it did cut was pretty good.

Wayne Finkle stated the first thing he would have done after getting the machine back after waiting for months, would have been to go over that machine from head to toe to make sure it was fully operational. Rozum stated he has a complete checklist on the operation of the tub grinder, what the operators have to do is all in the manual which will be located on the machine and everyone will be made aware of it. This checklist will include greasing, fuel, walk around inspection, lifting tub up and checking all nuts and bolts.

Annmarie Drugonis asked if the machine operator's have been trained on how the proper SOP's to run the machine. She stated that if someone gets hurt or seriously injured and sent to the hospital and required to stay overnight, OSHA has to get called. OSHA will ask for training records to prove that the individual who was hurt was properly trained on the manufacturer's guidelines on how to start, stop, clean, shut down, etc. of the machine and signed off on it. If public works doesn't have that in place, it will be a large fine. Mr. Rozum stated there is an outline of what the operators have to do right now and they will have a copy of the owner's manual for safe operation of the equipment.

Sean Walsh stated he wants to make a motion that the moment the tub grinder is back functioning, whoever is going to be running the machine, plus at least two other people be given the proper training and knowledge needed to ensure that the machine is

operated in a safe way. Annmarie Drugonis feels that all employees working in that area of the transfer station should be trained on the machine in case someone is out and someone else needs to fill in. Sean Walsh says a minimum of four people: the guy running the loader and the guy running the machine and two back ups.

Annmarie Drugonis asked how hard it would be to train all the employees. Mr. Rozum stated he could train other people during the course of the year.

Sean Walsh stated a long-term goal. He wants Mr. Rozum to train his employees on the tub grinder and have the employees sign for it. Then, the next time it is broken, someone will either get disciplinary action for misuse or show evidence that it was a defect.

Sean Walsh stated that in four years the tub grinder has worked probably a total of four days. He said that it either needs to start working fast and properly or an alternative will be brought in. To fund the alternative, he said he would find a way to take out of the salary line items.

Yashu Putorti stated getting the brush cleaned up was a town fire marshal issue two years ago. Sean Walsh said the pile is about the size of the public works garage building and that it needs to be gone by wintertime either by the town or an outside source.

ITEM#7: Vehicle Update

Sean Walsh spoke to Gordon, the salesman for Dodge, dealership that has been awarded the state pricing. Gordon still has not received pricing and that he will call to check for pricing tomorrow. He has twelve other municipalities that are asking for the same information. The issue is that when the dealer is awarded the state bid price, they don't know the discount from Chrysler yet. That is what he is waiting on. He knows the sticker prices for the truck but he cannot tell Sean Walsh what the reduction in cost will be to the municipality. As of right now Sean Walsh is waiting on the bucket truck, the rack and utility body.

Mr. Rozum spoke to Universal this morning. They did not get the plow part yet. The truck is completed, has the plow frame mounted on the truck, but there is no plow. Through Sean Walsh, Gordon suggested that if someone has an opportunity and would like to take a ride up to give the truck a once over, make sure there are no dents or scratches, anything obvious that is wrong with it to do so. Wayne Finkle will get in contact with Frank, the shop foreman.

Sean Walsh brought an issue to the table that needed to be discussed in executive session. The committee skipped over Item #10 Executive Session and moved it to later in the agenda.

ITEM#8 Work Policy Update

Sean Walsh asked Mr. Rozum if a policy was established within the last two days that all employees agreed and signed to regarding chain of command. Mr. Rozum submitted the chain of command form that he stated would be going into his book.

Annmarie Drugonis asked if the HR Department has a policy book in place with all the policies broken down by department and the employees are given that and they sign off on it. She asked if public works had one. Mr. Rozum stated they have their own policy book that is currently being built.

Sean Walsh raised a concern with regard to the chain of command policy where it stated: "Any employee who feels they have an issue at the garage with other employees." He feels it shouldn't specify just "at the garage" because then an issue could arise on a job site.

Annmarie Drugonis suggested: "Any department of public works employee who feels they have an issue with either the personnel, equipment, jobs, procedures, need to discuss with the director of director of public works and/or the foreman for resolution." Annmarie will edit the chain of command form and email it to Mr. Rozum and he will redo the form.

Sean Walsh noted a few missing signatures on the chain of command form. Mr. Rozum stated those employees were out and would be brought in and have a discussion on the chain of command form also.

Sean Walsh asked if Mr. Rozum made any other amendments to the book this month. Mr. Rozum stated the only amendment that will be added would be regarding the tub grinder.

Annmarie Drugonis asked if there was any safety training. Mr. Rozum stated there was not as of the last meeting but he read off his list of their annual safety training and when they are due again.

Annmarie Drugonis asked about Hazardous Communication Training. Mr. Rozum stated it was done in September 2014. She explained it was now called to GHS, Global Harmonization System, and needs to be labeled as such. Annmarie Drugonis stated that the new GHS standard under the OSHA standard for Global Harmonization Training is that once it is completed it does not have to be done again unless a new employee or a new hazard is introduced. She stated that every time someone from public works purchases a chemical, they need to tell the distributor that they are purchasing for a municipality because the distributor is required to give a hard copy of the SDS.

Mr. Rozum brought up his MSD/SDS sheets and explained they need to be brought up to date. Annmarie Drugonis explained they are not due until December of this year.

ITEM#9 Discussion on employee performance measurement initiative

The Public Works Committee used to get a monthly update on what had been done, where around town but since new software was established, that update has not been consistent.

Mr. Rozum said he would print it out in total for the next meeting. He submitted a printout of all the bulk pick-ups that were done so far this year. Sean Walsh would simply like an overview or total page.

Wayne Finkle asked how many employees worked in the parks every day. Mr. Rozum stated there are three full time people and seasonal help doing fence lines. Wayne Finkle asked what the other employees were doing on a daily basis. Mr. Stevens stated they had basin repairs on Skokorat Street yesterday which required five people because the police department was not available to direct traffic. Wayne Finkle suggested telling the finance board more personnel is required.

Annmarie Drugonis brought up an issue with a sinkhole at 66 Birchwood. Mr. Stevens explained there was overtime on that issue Sunday night. He spoke with the homeowner on Monday morning and asked the homeowner where he thought his sanitary was, which was nowhere near the hole. Mr. Stevens stated there is no storm water there and no city water there so public works functions are limited. Mr. Stevens spoke with WPCA, who put dye in the main tube. WPCA said they had dye within a number of seconds and that the issue is not their problem either.

Mr. Rozum stated Jim Galligan, town engineer, would have to get involved because he is in charge of the road project and he will have to deal with this. Mr. Rozum has a call in to him already.

Sean Walsh mentioned another sinkhole at Beech Street and Pearl Street. Mr. Stevens stated that overtime was there and filled it. Sean Walsh was told it caved in the following day and asked Mr. Stevens to take a drive by.

ITEM#10: Executive Session

A motion was made to move Executive Session to Item #13

Motion: Annmarie Drugonis Second: Wayne Finkle
Vote: 4-Yes 0-No

ITEM# 11: Transfers

No transfers.

ITEM#12 Other Business

Wayne Finkle asked Mr. Rozum to please get a crew up to Colony Street to address the pothole issue. He would like it taken care of from one end to the other. Mr. Rozum suggested using the pothole killer.

ITEM#13 Executive Session

The Board entered into executive session at 8:30 PM. Dennis Rozum and Craig Stevens were invited.

The Board exited executive session at 9:17 PM noting that no action was taken.

ITEM#14 Public Comment

There was no public comment.

ITEM #14: Adjournment

A Motion was made to adjourn the meeting at 9:17 PM.

Motion: Wayne Finkle Second: Yashu Putorti

Vote: 3–Yes 0 No 0–Abstain

Respectfully Submitted, Angela Chernesky